

## **RESOURCE AND CONTACT GUIDE**

### **ABBS (Appellate Bulletin Board System)**

Provides access to D.C. Circuit opinions, docket sheets (from the previous day), oral argument information, Circuit Rules and Handbook, Frequently Asked Questions, and other Court information. To access ABBS, you must set up an account with the PACER Service Center. There is a 60¢ per minute access fee.

To register, contact the PACER Service Center at: 1-800-676-6856  
ABBS: 1-800-426-3231 or 202-219-9600

### **ADMISSION TO THE BAR**

Copies of the Application for Admission can be obtained at the Clerk's Office Intake Counter or downloaded from the Internet. Specific questions should be directed to the Attorney Admissions Clerk.

Contact: Intake Counter 273-0307  
Carmen Gooding 273-0860

### **AGENCY CASES (Assignment of Docket Numbers)**

Call Clerk's Office Intake Counter, AVIS or ABBS.

Contact: Intake Counter 273-0307

### **APPELLATE MEDIATION PROGRAM**

General information about the Appellate Mediation Program is available in the Court's Appellate Mediation Program brochure or in the Handbook of Practice and Internal Procedures, United States Court of Appeals for the District of Columbia Circuit, Appendix III, "Order Establishing Appellate Mediation Program." These materials are available on the Court's Internet site or may be obtained by contacting the Circuit Executive's Office.

To request mediation in a specific case, send a letter or completed "Request to Enter Appellate Mediation Program" form to:

Appellate Mediation Program  
Attention: Mark J. Langer, Clerk  
U. S. Court of Appeals  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Ave., N.W.  
Washington, D.C. 20001

Attorneys are encouraged to call to discuss, on a confidential basis, whether a particular case is appropriate for mediation. Attorneys involved in a mediation are encouraged to call the program director if problems or questions arise during the process.

Contact: Nancy Stanley, Director of Dispute Resolution 273-0657

### **ATTORNEY DISCIPLINE MATTERS**

The Court's Rules of Disciplinary Enforcement are an Appendix to the Circuit Rules.

Contact: Robert Bonner, Legal Coordinator 273-0716

### **AVIS (Appellate Voice Information System)**

Provides up-to-date docket information including parties names; opening and closing dates; judgments and mandates issuance dates; and oral argument dates, times and panels. This service is free-of-cost. Dial 1-800-552-8261 or 202-273-0926.

### **BILLS OF COST**

Forms are available at the Clerk's Office Intake Counter or can be downloaded from the Internet. Specific questions should be directed to the Opinions Clerk.

Contact: Intake Counter 273-0307  
Eva Brown, Opinions Clerk 273-0313

### **CALENDAR INFORMATION**

Copies of the Court's calendar can be obtained at the Clerk's Office Intake Counter or can be viewed or downloaded from ABBS and the Internet. Certain calendar information is available by calling AVIS. A copy of the calendar is posted outside the Clerk's Office.

Contact: Cheri Carter, Calendar Clerk 273-0312

### **CASE MANAGEMENT PLAN ("CAMP") CASES (regular merits cases where the number of parties or issues warrant consideration of special briefing formats)**

Information about cases being administrated under the Court's Case Management Plan can be obtained from the Legal Division.

Contact: Martha Tomich, Director of the Legal Division 273-0729

### **CIRCUIT JUDICIAL CONFERENCE**

Biennially, the Circuit holds a two-day Conference for judges of the D.C. Circuit and invited attorneys. Planned by a committee of judges and attorneys, the Conference is designed to maximize interaction among members of the bench and bar. The program usually consists of panel discussions and speakers addressing a variety of issues related to the administration of justice.

Contact: Linda Ferren, Circuit Executive 273-0340

### **CIRCUIT RULES AND HANDBOOK OF PRACTICE AND INTERNAL PROCEDURES**

Printed copies can be obtained free-of-cost at the Clerk's Office Intake Counter. Copies will be mailed upon written

request to the Clerk's Office. Copies also can be viewed on-line or downloaded from ABBS or the Internet. Specific questions can be directed to case administrators or the Legal Division.

Contact: Intake Counter 273-0307  
District Court Cases 273-0301  
Agency Cases 273-0303  
Martha Tomich, Director of the Legal Division 273-0729

### **CJA (Appointments)**

CJA appointments are recommended by the Federal Public Defender.

Contact: A.J. Kramer, Federal Public Defender 208-7500

### **CJA (Vouchers)**

The Court's CJA Plan is available on the Court's Internet site (in the Reference Room), or in hard copy through the Clerk's Office Intake Counter. Vouchers are issued at the time of appointment. Specific inquiries regarding pending CJA voucher payments may be directed to the Financial Deputy or the Special Counsel to the Clerk. Inquiries should **not** be directed to judges' chambers (including the Chief Judge).

Contact: Sylvia Brown, Financial Deputy 273-0314  
Mark Butler, Special Counsel to the Clerk 273-0729

## **COMMITTEES OF THE COURT OF APPEALS**

The Court has three committees that include attorney members: the **Committee on Procedures**, the **Committee on Admissions and Grievances**, and the **CJA Panel Committee**.

The **Committee on Procedures**, established in 1976, is comprised of 15 members of the bar. In addition to studying the rules and internal operating procedures of the Court and making recommendations on possible improvements, the Committee on Procedures serves as liaison between the Court and the bar. The Committee also has specific authorization to design projects and undertake studies on matters which affect the administration of justice in the Circuit, either at the Court's request or on its own initiative.

The **Committee on Admissions and Grievances** has six attorney members who assist the Court as it acts on applications for admission to its bar and on complaints of misconduct or neglect.

The **CJA Panel Committee** is comprised of two active circuit judges, the federal public defender and two private attorneys experienced in criminal law, one of whom is on the CJA appointments list. The Committee compiles the list of attorneys eligible to receive CJA appointments by receiving and evaluating applications from interested counsel.

Vacancies on Court Committees are advertised in the Daily Washington Law Reporter, and interested attorneys are encouraged to apply.

Contact: Linda Ferren, Circuit Executive 273-0340

## **COMPLEX CASES**

Information about cases screened for "complex" treatment can be obtained from the Legal Division.

Contact: Martha Tomich, Director of the Legal Division 273-0729

## **DOCKET INFORMATION**

Copies of the docket from the previous day are available on ABBS. AVIS provides real-time docket information. Callers needing specific case information can contact the Clerk's Office Intake Counter.

Contact: Intake Counter 273-0307  
District Court Cases 273-0301  
Agency Cases 273-0303

## **EMERGENCY FILINGS**

For information, see the Court's Circuit Rules and the Handbook of Practice and Internal Procedures. Specific inquiries may be directed to the Director of the Legal Division or to the Operations Supervisor.

Contact: Martha Tomich, Director of the Legal Division 273-0729  
Linda Jones, Operations Supervisor 273-0617

## **FEE INFORMATION**

Information regarding fees (i.e., copying, record retrieval, filing notice of appeal, true copy certification, etc.) can be found in the Appendix to the Circuit Rules.

Contact: Intake Counter 273-0307

## **FILING DEPOSITORY**

The 24-hour, 7 days per week depository is located at the John Marshall entrance of the Courthouse. Information on the use of the depository is available at the Clerk's Office Intake Counter, from the Internet, or at the depository box.

Contact: Intake Counter 273-0307

## **GOVERNMENT DOCUMENTS**

The Judges' Library is a U.S. Government Depository Library and receives automatically all the law-related series published by the Federal Government. These documents are available for copying and many may be borrowed on inter-library loan.

Contact: Library 273-0400

## **HISTORICAL SOCIETY OF THE DISTRICT OF COLUMBIA CIRCUIT**

A history of the D.C. Circuit is currently being written by Professor Jeffrey Morris. In addition, oral histories are being prepared by selected Bar members who are interviewing judges of D.C. Circuit courts and attorneys and others who have been part of the history of the Circuit.

Contact: Linda Ferren, Circuit Executive 273-0340

### **INDEPENDENT COUNSEL**

Copies of orders, opinions and other information which are publicly released, can be obtained at the Clerk's Office Intake Counter or by calling the contact person(s). Anything publicly released and of media interest will be posted outside the Clerk's Office.

Contact: Marilyn Sargent, Chief Deputy Clerk 273-0310  
Juanita Mathies 273-0310

### **INTER-LIBRARY LOAN (ILL)**

ILL can be arranged by law firm librarians through the OCLC Inter-library Loan System, a nationwide bibliographic utility now subscribed to by most organizations. The Judges' Library's OCLC address is UCA.

Contact: Linda Baltrusch 273-0401

### **INTERNET SITE**

The Court's Internet Web Site provides access to a range of information about Court activities, including the Court's argument calendar. Circuit Rules, procedures, opinions, and Court forms may be viewed online or downloaded and printed in hard copy. The Web Site is located at: **[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)**

Contact: Steve Kaplan, Deputy Assistant Circuit Exec. 273-0315 [webmaster@cadc.uscourts.gov](mailto:webmaster@cadc.uscourts.gov)

### **JUDICIAL COMPLAINTS**

Rules and Forms are available on the Internet and in the Clerk's Office. Copies will be mailed upon request.

Contact: Marilyn Sargent, Chief Deputy Clerk 273-0310  
Juanita Mathies 273-0310

### **LIBRARY**

The Judges' Library's public reading room on the third floor of the Courthouse is open to all members of the Court of Appeals and District Court Bar, as well as pro se litigants and individuals seeking access to the library's government documents. Books will be brought to patrons by library staff between 8:30 a.m. and 4:30 p.m., Monday through Friday.

Contact: Library 273-0400

### **MANDATES (Issuance of)**

To find out whether a mandate has been issued, you can call AVIS, ABBS, or the Clerk's Office Intake Counter. Other specific questions can be directed to the Opinions Clerk.

Contact: Intake Counter 273-0307  
Eva Brown, Opinions Clerk 273-0313

## **MOTIONS (Pending) and 34(j) CASES**

To find out the status of a pending motion, you can call AVIS, ABBS, or the Case Administrator. Information about the status of dispositive motions, contested procedural motions, and cases screened for disposition without oral argument can be obtained from the Legal Division.

Contact: District Court Cases 273-0301  
Agency Cases 273-0303  
Martha Tomich, Director of the Legal Division 273-0729

## **OPINIONS (Published)**

Printed copies of opinions can be purchased at the Clerk's Office Intake Counter. You can have all published opinions mailed to you by becoming a subscriber. Opinions can be viewed on-line or downloaded from ABBS and copies are maintained on the Internet by a consortium of law schools. Corrections should be directed to the attention of the Opinions Clerk.

Contact: Intake Counter 273-0307  
Eva Brown, Opinions Clerk 273-0313

## **OPINIONS (Subscriptions)**

Opinion subscription information and forms can be obtained at the Clerk's Office Intake Counter or downloaded from the Internet.

Contact: Intake Counter 273-0307

## **ORDERS & JUDGMENTS**

Copies can be obtained at the Clerk's Office Intake Counter. Copies of per curiam orders and judgments are placed in a box outside the Clerk's Office and are available for viewing.

Contact: Intake Counter 273-0307

## **ORAL ARGUMENT (Allotment of Time, Case Order, Date & Time, Location of Courtroom, Panel)**

Oral Argument information can be obtained by accessing the calendar which is available for either viewing or downloading from ABBS and the Internet. Copies are posted outside the Clerk's Office and are available at the Clerk's Office Intake Counter. Specific questions concerning the calendar can be directed to the Calendar Clerk.

Contact: Cheri Carter, Calendar Clerk 273-0312

## **ORAL ARGUMENT (Tapes)**

Information on listening to or purchasing oral argument tapes is available from the Clerk's Office Intake Counter or may be downloaded from the Internet.

Contact: Intake Counter 273-0307

## **ORAL ARGUMENT (Transcript)**

Information on how to request a transcript of an oral argument may be obtained at the Clerk's Office Intake or File Room Counter or downloaded from the Internet.

Contact: Intake Counter 273-0307  
File Room 273-0305

#### **PETITIONS FOR REHEARING & SUGGESTIONS FOR REHEARING EN BANC**

Petitions for rehearing and suggestions for rehearing en banc are filed pursuant to Fed. R. App. P. 35 and 40, as supplemented by the Circuit Rules.

Contact: Robert Bonner, Legal Coordinator 273-0716

#### **RECORD RETRIEVAL**

Inquiries may be directed to the Clerk's Office Intake Counter or File Room.

Contact: Intake Counter 273-0307  
File Room 273-0305